



State of Arizona  
Department of Education

October 2013

Dear High School Education Leader:

The Arizona Department of Education fully supports the implementation of the **Education and Career Action Plan (ECAP)** process for all students attending district and charter schools serving grades 9-12. There are 35 states which currently mandate some form of Individualized Learning Plan (ILP) or Personal Learning Plan (PLP). Arizona's State Board of Education Rule holding schools accountable for ECAP implementation may be found at <http://www.azed.gov/ecap/>.

The ECAP reflects a student plan and a process that enhances the relevance of school and expanded learning opportunities. Students who have been engaged in the ECAP process reported stronger goal-setting skills, increased motivation to attend school, and enhanced academic self-efficacy. Students become more focused learners, viewing high school as a "launch pad" and not as the "finish line".

In an effort to reduce required documentation you will not be required to complete the five ECAP documents requested in 2012-2013 within ALEAT. For 2013-2014, schools are invited to submit two key ECAP documents into the **new ECAP Inbox** at [ECAP@azed.gov](mailto:ECAP@azed.gov). As a service to you, we will provide you with feedback regarding these two key documents:

- **A copy of the school-wide ECAP implementation action plan or calendaring process you are using in 2013-2014**
- **A copy of the format used to capture the student ECAP Plan. (A copy of a Class of 2014 ECAP with identifying information removed would be sufficient.)**

**We would appreciate having your submissions by February 1<sup>st</sup>**

It is our goal to showcase "models" or "exemplars" on the ECAP website <http://www.azed.gov/ecap/> as resources for refining the ECAP plan and process. Please invite me to visit your school to discuss your ECAP with me.

If you have any questions, please call me at **602-542-5510** or email me at [Maxine.Daly@azed.gov](mailto:Maxine.Daly@azed.gov) and I will be happy to be of assistance. Questions regarding AZCIS should be directed to Kay Schreiber at [kay.schreiber@azed.gov](mailto:kay.schreiber@azed.gov)

Sincerely,

*Maxine E. Daly*

Maxine E. Daly  
Deputy Associate Superintendent  
Education and Career Action Plans (ECAP)  
Highly Qualified Teachers and Leaders  
602-542-5510

